



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Financial Analyst III
3	Posting Number	PN #109441
4	Department	Municipal Courts Administration
5	Division	Administrative Services
6	Section	
7	Reporting Location	611 Walker, 3 rd Floor
8	Workdays & Hours	All Shifts, days, and holidays* *Subject to change
9	DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS Assist in coordinating the development, implementation and monitoring of various financial activities, policies and procedures to effectively manage budgets, programs and systems. Develops, monitors, analyzes and updates various reports, records, projects and plans. Processes financial transactions. Provides technical assistance and acts as liaison to other departments to improve working relationships and assist in problem solving. Assists in preparing, reviewing and interpreting policies, procedures, ordinances and regulation changes. Reviews, analyzes and recommends enhancements to financial programs and systems. Coordinates and conducts special projects. Monitors and implements line-item projections for specific accounts. Performs other duties as requested by division and department head. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	WORKING CONDITIONS General office settings. May require traveling between departmental locations for meetings and related assignments.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelors degree in Finance, Accounting, Business Administration, or a closely related field	
12	MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of professional experience in finance, economics, budget analysis or closely related field. A Masters degree in Business Administration, Accounting, or a closely related field may be substituted for two years of the required experience.	
13	MINIMUM LICENSE REQUIREMENTS None	
14	PREFERENCES Experience with budget processes and forecasting expenditures. Proficient in Windows and Microsoft Office products (Outlook, Word, PowerPoint, Excel, etc.).	
15	SELECTION/SKILLS TESTS REQUIRED None. However, the department may administer and the applicant must successfully complete a computer skills assessment	
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 21</div> <div>\$1,211 - \$2,257 Biweekly \$31,486 - \$58,682 Annually</div>	
18	OPENING DATE	March 15 2006
19	CLOSING DATE	March 21, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	